



Request For Proposal for 2009 Continuum of Care Homeless Programs

**DUE DATE FOR MANDATORY ELECTRONIC SUBMISSION:
September 21, 2009, 12:00 p.m. (noon)**

**Linda Haugan, Assistant County Administrator
Human Services
County of San Bernardino**

**Isaac Jackson, Homeless Services Coordinator
Office of Homeless Services**

**Administrative Support Division - Contracts Unit
150 South Lena Road
San Bernardino, CA 92415-0515
(909) 388-0360**

RFP HS 09-03

TABLE OF CONTENTS

I.	OBJECTIVE	1
II.	BACKGROUND	1
III.	PROCUREMENT CONDITIONS	2
	A. Priorities	
	B. Negotiations	
	C. Technical Assistance	
	D. Energy Efficiency	
IV.	PROGRAM COMPONENTS.....	2
	A. Three Program Components	
	B. Eligible Populations	
	C. Eligible Projects	
V.	MAXIMUM REQUESTS AND LIMITS	5
VI.	GRANT TERMS	6
VII.	SCHEDULE	6
VIII.	SUBMISSION REQUIREMENTS & FORMAT	8
	A. Application Forms	
	B. Application Submission Format	
	C. Application Submission Process/Instructions	
IX.	GENERAL REQUIREMENTS FOR ALL GRANTEES/PROJECT SPONSORS	9
	A. Financial Requirements Summary	
	B. Grant Administration	
	C. Performance Reports	
	D. Record-Keeping	
	E. Timely Use of Funds	
	D. Sanctions	
X.	METHOD OF EVALUATION	10

Exhibits:

Exhibit 1: GeoCodes

Exhibit 2a: Application Checklist

Exhibit 2b: E-mail Requirement

Exhibit 3: Summary Information on the Supportive Housing Program

Exhibit 4: Energy Star

Exhibit 5: Technical Assistance Request

I. OBJECTIVE

The County of San Bernardino Office of Homeless Services (OHS), acting on behalf of the San Bernardino County Homeless Partnership, is requesting proposals from non-profit and local government organizations providing assistance to homeless populations within the County of San Bernardino. OHS seeks projects that can make maximum efficient, economical, and effective use of the prospective allocation of the United States Department of Housing and Urban Development (HUD) Continuum of Care (CoC) funds through the McKinney-Vento Act. OHS is particularly interested in receiving proposals that seek to assist chronic homeless persons, and/or that provide permanent housing, or where the majority of grant funds are for housing-related activities.

To ensure the San Bernardino County CoC is positioned to respond to the Notice of Funding Availability (NOFA), OHS is administering the local procurement at this time. As additional information becomes available, OHS will publish an addendum to this procurement on the following San Bernardino County website:

<http://www.sbcounty.gov/rfp/rfplist.htm>

II. BACKGROUND

The County of San Bernardino, on behalf of the Homeless Partnership, shall submit an application to HUD for federal CoC assistance to provide essential services to assist homeless persons and families in the County of San Bernardino. HUD has provisionally made available \$6,104,961 in Preliminary Pro-Rata Need (of which \$1,144,408 is Hold Harmless Need) to fund projects to assist homeless populations throughout the County of San Bernardino.¹ The CoC plan being submitted to HUD may include a Permanent Housing Bonus of up to \$915,744 for permanent housing projects serving chronic homeless persons and, new this year, homeless disabled individuals and families. Thus, if permanent housing proposals are placed ahead of other project proposals, the San Bernardino CoC could be in a position to receive an overall award of up to \$7,020,705 through this federal competition (see Exhibit 1).

This Request for Proposal (RFP) announces the intention of the ICH to receive new applications through three components of the McKinney-Vento Homeless Assistance Act: 1) Supportive Housing Program; 2) Shelter Plus Care; and 3) Section 8 Moderate Rehabilitation Program for Single-Room Occupancy Dwellings for Homeless Individuals. These programs are authorized by title IV, subtitle C, of the Stewart B. McKinney-Vento Homeless Assistance Act, 42 U.S.C. 11381 subject to program regulations at 24 CFR part 583 (Supportive Housing Program); 42 U.S.C. 11403 subject to the program regulations at 24 CFR part 582 (Shelter Plus Care Program); and 42 U.S.C. 11401 subject to the program regulations at 24 CFR part 882, subpart H (SRO Moderate Rehabilitation for SROs). This RFP is for new projects only. All current HUD Grantees eligible for project renewal will be notified by OHS regarding the renewal process.

¹ See Exhibit 1 for Preliminary Pro-Rata Need by GeoCode.

OHS is soliciting proposals from nonprofit and local government providers of homeless services, which will effectively utilize all or part of the funds available as direct grantees with HUD.

III. PROCUREMENT CONDITIONS

A. Priorities

Major priorities this year will be identifying one or more providers of permanent supportive housing, particularly those that propose units for chronic homeless persons and/or disabled homeless individuals and families (Permanent Housing Bonus).

B. Negotiations

OHS reserves the right to negotiate with potential grantees relative to pricing, technical information, and/or other items from their proposal(s).

C. Technical Assistance

To request technical assistance (TA), please send an email to homelessrfp@hss.sbcounty.gov minimally providing the information requested in Exhibit 5, Technical Assistance Request. In the subject line please type: **CoC TA Question--SB** to ensure the email is properly routed. Please note that OHS is only permitted to answer technical questions and shall not provide assistance that may provide a competitive advantage to a proposal. Additional TA may be found on the HUD web-site at: www.hudhre.info. All requests for technical assistance must be submitted by the date and time indicated in Section VII of this RFP.

D. Energy Efficiency

OHS supports the *Energy Star* initiative that encourages the use of energy-efficient appliances (see Exhibit 4 and www.energystar.gov). Applications for new projects will only be included in the CoC plan if the applicant agrees to utilize only Energy Star appliances in their projects. Applicants should also note that all projects proposing rehabilitation or new construction shall be required to conduct outreach to employ low- and very low-income persons per the Housing and Urban Development Act of 1968 (known as Section 3).

IV. PROGRAM COMPONENTS

This RFP is for new projects only. All current HUD Grantees eligible for project renewal will be notified by OHS regarding the renewal process.

A. Three Program Components

HUD CoC funding is available through three distinct components: Supportive Housing Program (SHP), Shelter Plus Care (S+C), and Section 8 Moderate Rehabilitation Program for Single-Room Occupancy Dwellings for Homeless Individuals (SRO). Each project component has unique requirements as to eligible applicants and eligible activities. The chart below summarizes some of the key eligibility requirements of these components. More complete information may be obtained on each component at the HUD Homeless Resource Exchange website: www.hudhre.info.

Program Component	Eligible Applicants	Eligible Activities	Grant Terms New Projects
Supportive Housing Program (SHP)	Non-profits and units of general local government, and States	<ul style="list-style-type: none"> • Acquisition • Rehabilitation • New Construction • Operations • Supportive Services • Leasing • HMIS • Administration 	<ul style="list-style-type: none"> • 2 or 3 years
Shelter Plus Care (S+C)	States, local government units, and public housing agencies (PHAs).	<ul style="list-style-type: none"> • Rental assistance (any type of units) 	<ul style="list-style-type: none"> • 5 years tenant-based or sponsor-based • 10 years project-based with rehabilitation
Section 8 Mod. Rehab. For SROs (SRO)	Public housing authorities (PHAs) and nonprofits in conjunction with PHAs	<ul style="list-style-type: none"> • Rental assistance (SRO units only) 	<ul style="list-style-type: none"> • 10 years

Potential applicants with questions regarding eligibility are encouraged to utilize the HUD website and to confer with OHS when preparing this year's CoC application. Please see Section VIII for details on how to submit questions and seek technical assistance.

B. Eligible Populations

Only projects assisting homeless populations within the County of San Bernardino shall be considered for inclusion in the CoC application.

Eligible populations for projects providing permanent housing must reside in one of the three places described below:

1. Places not meant for human habitation, such as cars, parks, sidewalks, and abandoned buildings;
2. An emergency shelter; or

3. Transitional housing for homeless persons who originally came from the streets or an emergency shelter.

If a person is in one of the three categories listed above, but most recently spent less than 30 days in a jail or institution, he/she qualifies as coming from one of these three categories.

Eligible populations for projects providing Transitional Housing, Safe Havens, or Supportive Services Only are further defined as including populations meeting the following:

4. Eviction within a week from a private dwelling unit and no subsequent residence has been identified and the person lacks the resources and support networks needed to obtain housing; or
5. Discharge within a week from an institution in which the person has been a resident for 30 or more consecutive days and no subsequent residence has been identified and he/she lacks the resources and support networks needed to obtain housing.

Governing regulations include an income eligibility test restricting assistance to persons below 50% of Area Median Income, adjusted for household size.

Eligibility for Projects Serving Chronically Homeless, including those eligible for the Permanent Housing Bonus

Eligible populations for projects funded through the Permanent Housing Bonus must be Chronically Homeless individuals or homeless disabled individuals and families.

A chronically homeless person is defined as an unaccompanied homeless individual with a disabling condition who has either been continuously homeless for a year or more **OR** has had at least four episodes of homelessness in the past three years.

A disabling condition is defined as a diagnosable substance abuse disorder, serious mental illness, developmental disability, or chronic physical illness or disability, including the co-occurrence of two or more of these conditions.

To be considered chronically homeless, persons must have been sleeping in a place not meant for human habitation (e.g., living on the streets) and/or in an emergency shelter during that time. An episode is a separate, distinct, and sustained stay on the streets and/or in an emergency homeless shelter.

C. Eligible Projects

SHP funds can be used to develop and operate permanent or transitional supportive housing and to provide the supportive social services necessary to stabilize the resident populations. SHP funds may also be used for supportive social service projects and for Safe Havens.² The S+C and the SRO programs provide rental assistance (e.g., Section 8). The S+C rental assistance can be used as tenant-based, sponsor-based, project-based, and project-based with rehabilitation, and SRO-based assistance. HUD requires that homeless persons receiving rental assistance from either the S+C or SRO programs come either directly from the streets or emergency shelters, or from a transitional housing facility if they were either on the streets or an emergency shelter just prior to entering the transitional housing program.

Applicants are strongly encouraged to review the program regulations for the component for which it will be applying. HUD has posted on the Internet complete guidance on the CoC process as well as each program component (see: www.hudhre.info). OHS shall use its resources to assist applicants in submitting project proposals that conform with the program regulations by providing technical assistance, but neither the County of San Bernardino nor the San Bernardino County Homeless Partnership make any representation that funding is guaranteed, or that their interpretations of the regulations are fully consistent with HUD's. The responsibility for the completeness of an application and its conformity with the relevant HUD regulations is the sole responsibility of each applicant.

V. MAXIMUM REQUESTS AND LIMITS

In order to assure a wide dispersion of resources throughout the County of San Bernardino, the OHS has established limits on the amount of Supportive Housing Program grant funds that may be requested for a particular project.

SHP Applications for new projects may include up to \$400,000 for the following combined development activities:

- New Construction
- Acquisition
- Rehabilitation

There is no limit on the amount of funds an applicant may request for housing operations and leasing. HMIS costs must be reasonable and OHS shall provide guidance on how a project is to budget for HMIS. Costs for social services shall be limited to no more than

² In 1994, HUD's Supportive Housing Program (SHP) was expanded to include the development and operation of Safe Havens targeted exclusively to the most difficult to reach people who are homeless and who have a mental illness. Safe Havens serve as a portal of entry to the homeless and mental health service systems. They offer an array of basic services and supports and access to more traditional housing and service options. *Program operators may not mandate services for persons residing in a Safe Haven.*

20% of a project's budget (less administration), and administration shall be limited to 5%, therefore agencies are strongly encouraged to collaborate.

In addition to the limit on how much funding may be made available for a particular SHP project, no agency may submit more than two SHP applications for new projects. Eligible SHP renewal projects shall not be counted against the new project limit on the number of applications that an agency may submit.

VI. GRANT TERMS

Please note that the term for each grant depends on the program component for which applications are submitted. New Supportive Housing Program (SHP) requests must be for two or three years. New Shelter Plus Care (S+C) proposals must be for five years (or ten years for S+C Project-based Assistance), and new Section 8 Moderate Rehabilitation (SRO) Program applications must be for ten years.

The majority of applicants through this funding process have historically been interested in SHP projects. OHS has provided additional guidance relative to SHP in Exhibit 3. An applicant seeking to submit through either the S+C or SRO components of the CoC process are requested to notify OHS via e-mail (homelessrfp@hss.sbcounty.gov) of their intent as early as possible. These projects have very specific requirements and OHS is available to provide guidance regarding the required elements of these projects.

VII. SCHEDULE

Please note that there are two schedules: one for new project applications and another schedule for projects approved by the San Bernardino County Homeless Partnership to be included in this year's submission to HUD.

Submission Schedule

RFP Issued	Date: August 25, 2009
Technical Assistance Workshop	Date: September 10, 2009 Time: 8:00 a.m. to 12:00 p.m. Location: San Bernardino County Human Services, Administrative Support Division 150 South Lena Road, Room A/B San Bernardino, CA 92415
Deadline to Submit Request for Technical Assistance	Date: September 14, 2009 Time: 12:00 p.m. (noon) Submission: homelessrfp@hss.sbcounty.gov
Deadline for Electronic Submission for HUD Application Materials	Date: September 21, 2009 Time: 12:00 p.m. (noon) Submission: homelessrfp@hss.sbcounty.gov

Presentations to Homeless Assistance Grant Review Committee	Date: October 5, 2009 Time: 9:00 a.m. to 4:00 p.m. Location: San Bernardino County Human Services, Administrative Support Division 150 South Lena Road, Room A/B San Bernardino, CA 92415
ICH Review of Grant Review Committee Recommendations	Date: October 8, 2009 Time: 2:00 p.m. to 4:00 p.m. Location: San Bernardino County Superintendent of Schools Roy C. Hill Community Center 601 North E Street, Rooms A and B San Bernardino, CA 92410

Approved Projects: Authorized Representatives for approved projects will be required to attend a mandatory final review. The authorized representative must have a strong knowledge of the application and the authority to make revisions to the approved project in order to strengthen the CoC's overall score. During this process OHS and the agency representative(s) will work together to finalize, and enter into e-snaps, project information for inclusion in the Partnerships final application to HUD.

Mandatory Final Review and e-snaps Entry	Date: October 13-16, 2009 Time: To be announced Location: Information Services Department 670 E. Gilbert Street San Bernardino, CA 92415
OHS and Consultant Review of Proposed Partnership Application	Date: October 19-23, 2009
County Board of Supervisors Approval of HUD Application	Date: November 3, 2009
Submission of Final Application to HUD	Date: Upon Board of Supervisors approval

All dates are subject to change as deemed necessary by OHS.

The schedule requires submission of required forms in an electronic format. So that applicants may become familiar with the technical assistance materials available to them from HUD, OHS is requiring that all applicants obtain the necessary forms from HUD at: www.hudhre.info.

OHS is providing a listing of documents in Exhibit 2A as an example of the types of forms that may be required. Be advised that it is the applicant's responsibility to ensure all required forms are submitted on time.

VIII. SUBMISSION REQUIREMENTS & FORMATS

A. Application Forms

Proposals for use of the HUD McKinney Act funds must include the relevant pages from the HUD application, which can be accessed via the Internet at: www.hudhre.info.

B. Application Submission Format

OHS shall only accept electronically submitted applications that conform to the following guidelines:

1. Files should be saved as Microsoft Office documents compatible with Office 2007.
2. All scanned documents shall be saved only as PDF formatted files with resolution set no less than 100 dpi or greater than 400 dpi. OHS shall not review documents submitted as jpg, tif or other graphical formats.
3. All documents must be compatible and accessible to systems on a Microsoft Vista operating platform.
4. All documents submitted electronically shall be sent via email to: homelessrfp@hss.sbcounty.gov. The subject line should read: 2009 Application. The body of the email should include the CoC coversheet and Agency Contact Information (see Exhibit 2b). Please try to limit emails to no more than 1 MB and use multiple submissions if it is determined that the size of the message exceeds that limit. If sending multiple emails for a single application, the actual application must be submitted in the first e-mail with supporting documentation (such as copies of audits, Annual Progress Reports, monitoring reports, etc.) to follow in subsequent emails. In addition, if multiple emails are necessary, applicants must identify the total number of emails by including an X of Y (e.g. 2 of 3) reference at the top of each email.
5. All forms and narratives must be prepared using a 12 point Arial or Times New Roman font.
6. Each page of the application should be numbered and each page should have the applicant's DUNS number on it.

C. Application Submission Process/Instructions

It is the applicant's responsibility to ensure that all required materials are submitted by the dates and times identified in this Section and in Section VII and in the appropriate format.

All applications must include the applicant's DUNS number on each page of the application. In addition, the proposal must be valid for a minimum of 180 days and signed by an authorized official of the applicant agency, as evidenced by (prior or new) board actions.

Applications will be accepted as follows:

HUD APPLICATION MATERIAL FOR ALL APPLICANTS

It is anticipated the forms for the SHP, S+C, and SRO Moderate Rehabilitation will be incorporated into a single exhibit. Applicants are cautioned to use only those forms for the funding component for which they are applying. **All forms must be submitted with the application, those that are not applicable should be marked "N/A".**

Applications:

By noon on September 21, 2009, all applicants proposing a new project must submit the materials requested under Phase 2 Sections A and B of the Exhibit 2a Application Checklist in an electronic format to homelessrfp@hss.sbcounty.gov.

Oral Presentations:

All applicants will be required to make a brief presentation to the Grant Review Committee on October 5, 2009. OHS shall schedule these presentations with applicants.

Mandatory Final Review and Application Submittal

All approved applicants will be required to attend a Mandatory Final Review and Application Submittal session during the week of October 13, 2009. OHS shall schedule these sessions with the approved applicants.

During this session OHS and the agency representative(s) will be finalizing the information in e-snaps. The authorized representative must have a strong knowledge of the application and the authority to make revisions to the approved project in order to strengthen the CoC's overall score.

IX. GENERAL REQUIREMENTS FOR ALL GRANTEES/PROJECT SPONSORS

Please be aware of the following requirements of all grantees and project sponsors.

A. Financial Requirements Summary

CoC funded programs are subject to the uniform policies and requirements of the federal Office of Management and Budget's (OMB) Circulars and Federal regulations implementing the Circulars. The grantee must meet any applicable audit requirements in accordance with the Office of Management and Budget Circulars A-133, A-128, and A-110. The nonprofit grant recipient will be

responsible for costs associated with an independent audit. As applicable, the audit must be provided to HUD in a timely manner.

B. Grant Administration

Grantees are responsible for ensuring that homeless assistance funds are administered in accordance with the requirements of applicable laws and program regulations.

C. Performance Reports

All applicants are hereby advised that as a condition of being included in the final application to HUD, all applicants must enter into a Memorandum of Understanding (MOU) with the OHS. This MOU will provide OHS necessary access to the applicant's project for monitoring and evaluation purposes. In addition, the applicant will be required to provide quarterly performance reports and the Annual Performance Report (APR) filed with HUD to the OHS.

D. Record-keeping

Each grantee must ensure that records are maintained for a three-year period after the final expenditure to document compliance with the provisions of the program regulations, and to make them available to HUD upon reasonable advance notice. Grantees are expected to use standard accounting practices in their fiscal record-keeping.

E. Timely Use of Funds

Grantees are expected to utilize McKinney-Vento assistance in a timely manner. The program regulations make clear the standards that grantees will be held to regarding program implementation. HUD reserves the right to recapture funds not committed within 12-months of grant execution.

F. Sanctions

If the ICH determines that a grantee is not complying with the McKinney-Vento Act requirements, or with other applicable laws, it may elect to exclude a grantee from future CoC applications.

X. METHOD OF EVALUATION

The Grant Review Committee will complete the review and evaluation process and prepare a priority list of grantees. Applicants will be required to make an oral presentation to the Grant Review Committee on October 5, 2009.

Evaluation Factors

Projects will be evaluated to determine if their historical or anticipated performance merits inclusion in the CoC application. Projects that may reduce the overall CoC score may be excluded from the CoC application. Projects will only be included in the submission to HUD if they demonstrate capacity to initiate a new project in a timely manner.

New Projects will be ranked by the Grant Review Committee within the following categories:

1. Permanent housing applications serving chronic homeless persons and/or homeless disabled individuals and families (Permanent Housing Bonus).
2. All eligible permanent housing and Safe Haven.
3. All eligible transitional housing.
4. All other eligible new permanent housing and Safe Haven applications.
5. All eligible new transitional housing applications.

During the application review process all Hold Harmless Need (HHN) funds not awarded may be applied to the Preliminary Pro-Rata Need (PPRN).

Projects will be included in the CoC plan until the estimated Preliminary Pro-Rata Need and Permanent Housing Bonus funds have been exhausted. Funds for S+C renewal projects are provided by HUD in addition to each CoC's pro-rata need and are to be included in the submission to HUD following the list of projects fitting within the Preliminary Pro-Rata Need (plus any bonus funding). The Grant Review Committee will approve projects that clearly demonstrate the following:

New Projects Rating Factors

- a. Feasibility (taking into account timing, availability of other resources, and experience of applicant)
- b. Percentage of funding request for housing-related activities (the higher the percentage for housing the better). The following budget categories shall be included in this calculation:
 1. acquisition
 2. rehabilitation
 3. new construction
 4. leasing
 5. housing operations
- c. Leverage (relative to other new projects)
- d. Targeting of chronic homeless populations
- e. Cost effectiveness
- f. Participation in CoC Planning process
- g. Application Completeness & Accuracy
- h. Service and geographic reach: does the proposed new project provide a new needed service, and/or is the project proposed for an under-served part of the County.

END

Exhibit 1: GeoCodes

County of San Bernardino Preliminary Pro-Rata Need 2009

GEOCODES and PRELIMINARY PRO-RATA NEED		
San Bernardino City and County Continuum of Care		
<u>GeoCode</u>	<u>Jurisdiction</u>	<u>Pro-rata Need</u>
060108	APPLE VALLEY	\$ 81,588
060708	CHINO	\$ 79,548
060709	CHINO HILLS	\$ 54,749
061332	FONTANA	\$ 650,692
061638	HESPERIA	\$ 94,074
062556	ONTARIO	\$ 828,850
062930	RANCHO CUCAMONGA	\$ 131,041
062964	REDLANDS	\$ 73,125
062988	RIALTO	\$ 170,190
063180	SAN BERNARDINO	\$ 1,208,608
063852	UPLAND	\$ 90,623
063900	VICTORVILLE	\$ 116,469
069071	SAN BERNARDINO COUNTY	\$ 2,525,404
TOTAL PRO-RATA NEED		\$ 6,104,961
15%	Permanent Housing Bonus	\$ 915,744
MAXIMUM POSSIBLE AWARD		\$ 7,020,705

The GeoCode will be necessary to complete Page One of the application.

Exhibit 2a: Application Checklist

Section A: HUD Application Materials ALL APPLICANTS

- ☐ Coversheet: Contact Information to be included in the body of transmittal email.
- ☐ Exhibit 2 – Project Application (HUD-40090-2)
 - Part A: General Project Information
 - Part B: Project Summary Budget (SHP use B1, S+C use B2, SRO use B3)
 - Part C: Point in Time Housing and Participants Chart
 - Part D: Targeted Subpopulations
 - Part E: Discharge Policy (local government applicants only)
 - Part F: Project Leverage Chart
 - Part G: Project Participation in HMIS
 - Part H: Renewal Performance (renewal applicants only)
 - Part I: SHP Project Budgets (SHP applicants only)
 - Part J: S+C and SRO Project Budgets (S+C and SRO applicants only)
 - Part K: Project Narratives (all applicants as indicated)
 - Part L: Supportive Services
 - Part M: Accessing Permanent Housing
 - Part N: Participant Self-sufficiency
 - Part O: Experience Narrative (New Applicants Only)
 - Part P: HMIS Narrative—Mark N/A

Section B: Other Required Materials

- ☐ Articles of Incorporation/Bylaws
- ☐ List of the Board of Directors: A list of the current board of directors or other governing body of the grantee must be submitted. The list must include the name, telephone number, address, occupation or affiliation of each member; and must identify the principal officers of the governing body.
- ☐ Statement of Non-Identity of Interest: Any member of the board or board officer who receives any compensation from the non-profit organization must identify the amount of such compensation and the services provided for which compensation was granted
- ☐ List of References: a minimum of 3, one of which must be an agency of local government.
- ☐ Organization Chart: showing how proposed project will be situated in your agency.
- ☐ Most recent Audited Financial Statement
- ☐ A list identifying your past 5 years experience receiving HUD assistance or other government assistance

Phase 3

Section C: Other Required Forms ONLY if Application has been Selected

- ☐ SF-424 Application for Federal Assistance (must include DUNS number)
- ☐ Applicant Certification (40090-4)
- ☐ Applicant/Recipient Disclosure/Update Report (HUD-2880)
- ☐ Survey of Ensuring Equal Opportunity for Applicants (HUD-424 SUPP)
- ☐ Copy of IRS 501 (c)(3) Tax Determination Letter
- ☐ Disclosure of Lobbying Activities (SF-LLL)
- ☐ Applicant Code of Conduct (if not previously approved by HUD)
- ☐ Logic Model –either the forms or a link to them will be sent to you via email when made available by HUD.
- ☐ Certification of Consistency with Consolidated Plan (HUD-2991) **top portion only**
- ☐ SB County Dept. of Economic and Community Development--Project Info. Sheet
- ☐ Section 3 Survey (when requesting funds for new construction or rehabilitation)

Exhibit 2b:

**INCLUDE THE FOLLOWING INFORMATION IN THE BODY OF THE EMAIL
TRANSMITTING THE APPLICATION:**

**CONTINUUM OF CARE COVERSHEET &
AGENCY CONTACT INFORMATION**

AGENCY NAME: _____

PROJECT NAME: _____

GRANT NUMBER (IF RENEWAL): _____

CONTACT PERSON AND TITLE: _____

BEST PHONE NUMBER TO REACH CONTACT: _____

ALTERNATE TELEPHONE NUMBER: _____

MAILING ADDRESS: _____

CONTACT'S EMAIL ADDRESS: _____

PROJECT SITE LOCATION: _____
(If different than mailing address):

ACCOUNTANT NAME: _____ Phone: _____

AUDITOR NAME: _____ Phone: _____

DUNS NUMBER: _____

Exhibit 3:
Summary Information on the
Supportive Housing Program

In accordance with federal regulations at 24 CFR 583, Supportive Housing Program grant funds may be used for one or more of the following activities relating to homeless assistance:

Acquisition of sites to be used as transitional or permanent housing for homeless persons or households. No single application may be for more than \$400,000 for the combination of acquisition, new construction, and rehabilitation activities. HUD funding for capital assistance must be matched dollar-for dollar with another source of cash.

New Construction or Rehabilitation of buildings for use as either transitional or permanent housing for the homeless. No single application may be for more than \$400,000 for the combination of acquisition, new construction, and rehabilitation. HUD funding for capital assistance must be matched dollar-for dollar with another source of cash.

The **Leasing** of sites to be used as either transitional or permanent housing for the homeless, or the leasing of a site to be used for the provision of supportive social services. If requesting funds to lease housing units, you must not exceed the following Fair Market Rates:³

• Single Room Occupancy	\$ 650
• Efficiency Unit (0-bedroom)	\$ 854
• 1-bedroom Unit	\$ 940
• 2-bedroom Unit	\$1,108
• 3-bedroom Unit	\$1,559
• 4-bedroom Unit	\$1,818

Provision of essential **social services** to the homeless, including services concerned with employment, health, drug abuse, and education and may include, (but are not limited to):

- Outreach;
- Housing search assistance;
- Life-skills training
- Medical services and psychological counseling and supervision;
- Employment services;
- Nutritional assistance;
- Substance abuse treatment and counseling;
- Assistance in obtaining other federal, state, and local assistance including mental health benefits, employment counseling, medical assistance, veteran's benefits, and income support assistance such as Supplemental Security Income benefits, Aid to Families with Dependent Children, General Assistance, and Food Stamps;
- Other services such as child care, transportation, job placement and job training; and Staff salaries necessary to provide the above service.

³ Riverside-San Bernardino-Ontario, CA MSA 2009 FMRs found at <http://www.huduser.org/datasets/fmr/fmrs>

Operation costs of transitional or permanent housing to assist the homeless

Relocation assistance for households displaced because of actions related to acquisition, new construction or rehabilitation.

Homeless Management Information System: funding to acquire the hardware, software, set up and operate such a system. These funds may only be used to establish program-specific systems that will link to the County's HMIS system that is currently in development. Costs for HMIS must be reasonable in light of the populations served and level of services rendered.

Administration, limited to 5% of grant funds for program activities described above.

SUPPORTIVE HOUSING PROGRAM REQUIREMENTS

Cash Match

A 20% cash match is required of supportive social services and 25% for housing operations. Acquisition, rehabilitation, and new construction funds must be matched by an equal amount of non-McKinney Act funding (100% match). There is not a match requirement for leasing costs. A nonprofit or local government agency recipient selected through this RFP process must demonstrate its capacity to provide this match in a timely manner following notification of a conditional grant award.

In calculating the amount of the matching funds for capital funds, a grantee may include the documented value of any donated material or a building.

Use as an Transitional Housing and Permanent Housing

Any building for which the CoC grant funds are used for acquisition, new construction, or rehabilitation must be maintained as a shelter for the homeless for a period of not less than 20 years. These funds may not be used to provide assistance for emergency shelter services.

Assistance to the Homeless

Homeless individuals must be given assistance in obtaining appropriate supportive services, including permanent housing, medical and mental health treatment, counseling, supervision, and other services essential for achieving independent living; and other Federal, State, local, and private assistance available for such individuals.

Exhibit 4



Did You Know?

Your home can cause twice the greenhouse gas emissions of a car.

What is ENERGY STAR?

ENERGY STAR is a government-backed program helping businesses and individuals protect the environment through superior energy efficiency.

Results are already adding up. In 2004 alone, Americans, with the help of ENERGY STAR, saved enough energy to power 24 million homes and avoid greenhouse gas emissions equivalent to those from 20 million cars - all while saving \$10 billion.

For the home

Energy efficient choices can save families about a third on their energy bill with similar savings of greenhouse gas emissions, without sacrificing features, style or comfort.

ENERGY STAR helps you make the energy efficient choice. If looking for new household products, look for ones that have earned the ENERGY STAR. They meet strict energy efficiency guidelines set by the EPA and US Department of Energy.

If looking for a new home, look for one that has earned the ENERGY STAR.

If looking to make larger improvements to your home, EPA offers tools and resources to help you plan and undertake projects to reduce your energy bills and improve home comfort.

For Business

Because a strategic approach to energy management can produce twice the savings - for the bottom line and the environment - as typical approaches, EPA's ENERGY STAR partnership offers a proven energy management strategy that helps in measuring current energy performance, setting goals, tracking savings, and rewarding improvements.

EPA provides an innovative energy performance rating system which businesses have already used for more than 21,000 buildings across the country. EPA also recognizes top performing buildings with the ENERGY STAR.

ADDITIONAL INFORMATION ON ENERGY STAR CAN BE FOUND AT:

<http://www.energystar.gov/index.cfm>

Exhibit 5
Technical Assistance Request

Please provide the following information in any emails requesting technical assistance, i.e. questions regarding the 2009 CoC process being administered by OHS. Please ask specific questions and (as possible) batch related questions in a single submission.

Email subject line must read: **CoC TA Question--SB**

Body of email must include:

Name of Contact (last name, first name)

Agency Name

Contact Telephone Number (including area code)

Question Category, i.e. Supportive Housing Program, Shelter Plus Care, Section 8 Rehabilitation for SROs, HUD CoC Process (general), Procurement Process, etc...

Question(s)

OHS will provide technical guidance only and will not provide information that may appear to provide an applicant with a competitive advantage.